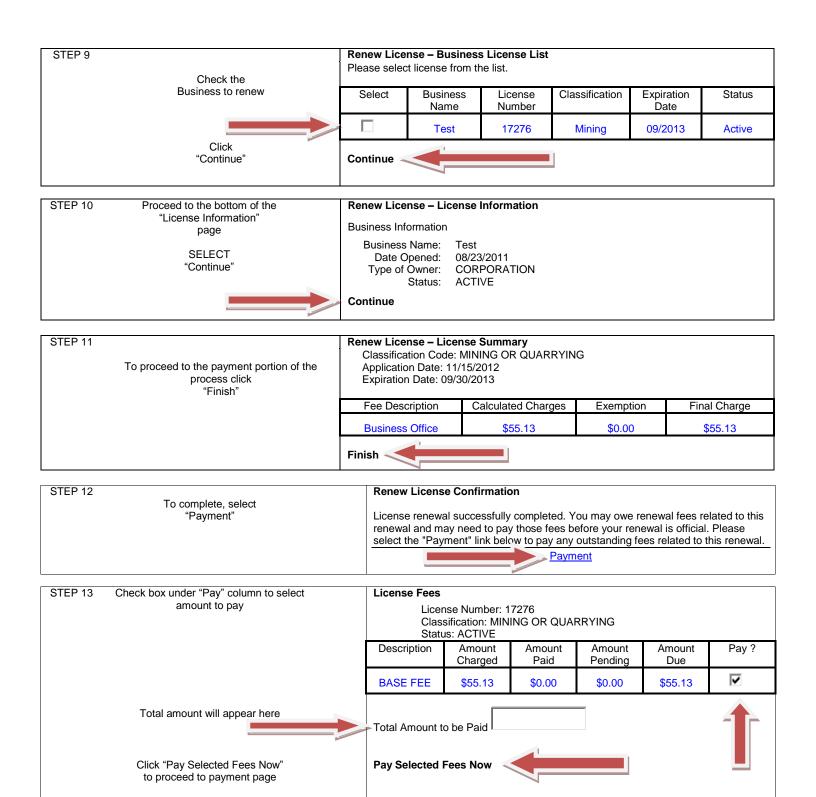
STEP 1	GO TO WWW.LEESBURGFLORIDA.GOV							
STEP 2	ON THE MAIN PAGE HOVER OVER THE "Government" LINK ON THE TOP OF THE PAGE			THEN SELECT  • Leesburg Online Services				
STEP 3								
SELECT THIS OPTION  SELECT THIS OPTION  Online service for Business Account Management Leesburg Online Services for Business Account Management (BAM) enables local businesses to view their business information and renew the business tax receipt online.								
Once your us	enew online, you must create a user account, this ur business information and allow you to renew ser account is created, an email confirmation will structions to confirm you account, you may then t, continue to follow the steps below	using a credit card  I be sent to you,	"Cre In the	SELECT eate User" e upper right corner	Log In	Enable eMail	Create User	
STEP 4	Home Work With: Building Permits Business Account Management Planning and Engineering							
STEP 5	You will need to add your business	Click2Gov Bus	siness Lic	enses - Consc	lidated Busir	ness List		
OTET 5	STEP 5 You will need to add your business to your account SELECT "Add Consolidated Account"  Click2Gov Business Licenses - Consolidated Business List Select the business you would like to work with.  Click the link below to add additional businesses to your consolidated account.  Add Consolidated Account							
STEP 6								
	Enter "Business ID"		*License	Number:		<u>Search</u>		
	Then select "ADD"		BUSINES	SS ID: <mark>55818</mark> -S SS CLASS: SA FION DATE: 9/	LES WITH IN	VENTORY		
STEP 7		s Licenses - Consolidated Business List						
	If you have multiple tax receipts You will need to add the additional		Select the business you would like to work with.					
	receipts to your account	Business Name				Outstanding Amount Due	Remove	
			Licenses	Branches	Related Parties	\$55.13		
		Remove Selec	tad Rusin	255		I	· L	
	SELECT	Click the link below to add additional businesses to your consolidated account.						
"Add Consolidated Account"  Click the link below to add additional businesses to your consolidated account.  Add Consolidated Account								
CTED 0	To remove the	Ducines: As :	nunt Mana	goment.				
STEP 8	To renew the business tax receipt		Business Account Management Site Navigation					
	SELECT	License Search						
	"Renew License" from the listed options	Select Account Renew License						
from the listed options  Email Us								



ALL FEES MUST BE PAID, INCLUDING ANY PENALTY FEES, IN ORDER TO HAVE YOUR BUSINESS TAX RECEIPT UPDATED AND MAILED TO YOU

FINAL STEPS	Enter credit card information	Follow the prompts until complete, a receipt will be provided to you at the end.
		Once your payment has been processed and confirmed, a new Business Tax Receipt will be mailed to you.